FRS Action Team – Records Change Protocols
Meeting/Conference Call Discussion Notes – April 13th, 2000

Handouts: The following materials were discussed during the meeting/conference call: (1) an "FRS Business Rules Narrative Summary" document; and (2) a draft FRS Project Plan.

Participants: Bill Sonntag & Marian Cody, OEI/OIC; John Sullivan, OEI; Fred Leif, R-IX; Ken Blumberg, R-I; Mae Dooley & Joe Kunz, R-III; Steve Goranson, R-V; Dina Villari; OSW; and Chuck Herrick, PERI Environmental Associates.

Background: During the last meeting/conference call, participants continued their detailed review of proposed FRS data elements, business rules, name change protocols, data validation and verification procedures, and other technical aspects of the FRS system.

Summary of Discussions: Bill Sonntag welcomed the group and asked for comments/revisions to the minutes from last week's conference call. Apart from some spelling guidance from Fred Leif, there were no comments. Sonntag briefed the group on recent ECOS meetings in Philadelphia, including activities of the EPA/State Data Exchange Network. Most pertinently, the ECOS meetings involved a great deal of discussion regarding data stewardship, but did not produce consensus or clear direction concerning how data stewards will operate and/or where they will reside in terms of organizational affiliation.

Major topics of discussion included the following:

FRS Data Management Procedures Document: Marian Cody described a proposed "FRS Data Management Procedures Document," to include aspects of an updated "Validation and Verification" document and the narrative compilation of FRS business rules. This document would be a companion to the "Data Steward's Manual" being developed by the Data Steward's Action Team. As an initial step in the process, Cody asked participants to review the Business Rules Narrative Summary, which compiles business rules for all 56 FRS data elements.

In a discussion of the narrative business rules, it was agreed that:

•   Item #15, "Facility Interest Status Code" should be re-named "***Environmental*** Interest Status Code." Active records under this data element (#15) should be designated by "yes," and not by "active;" and
•   The second bullet under item #54, "Facility Registry Identifier" should include "address" as well as Zip Code and county name.

The Business Rules Narrative Summary document is based on the business rules outlined in the detailed table of FRS data elements and business rules, reviewed item-by-item during the 3/9, 3/16, and 3/23 conference calls. The narrative summary attempts to integrate all revisions, reflect concerns and finalize the FRS business rules.

<u>Mapping the FRS to Program Systems</u>: There was discussion regarding how FRS data elements will map to data elements in various program systems. The FRS data elements will be cross-walked with program data during program-by-program discussions and negotiations carried out during the FRS population process. It is understood that FRS and program system data elements will not automatically match. Mr. Sonntag emphasized that this process will be especially important as a demonstration to States that EPA is working in a fully coordinated manner.

<u>Review of Facility Identification Standard</u>: Ms. Cody requested interested participants to review the draft Facility Identification Standard, with particular focus on what program systems will need to do in order to comply with the standard. Cody explained that the Data Standards Team is proposing that program systems modify their metadata to conform to the standard.

<u>Data Steward's Meeting</u>: A draft agenda for the National Data Steward's Meeting was distributed. Participants were asked to review the agenda for discussion during the next conference call.

Action Items: The next conference call will tie-up loose ends on the FRS business rules narrative document, and focus on developing a strategy for approaching programs and senior data system mangers to define and agree upon FRS population procedures and a schedule.

Next Meeting/Call: The Records Change and Data Stewards calls will be combined next week. The call is scheduled for Thursday, April 20th, from 1:00-3:00.